

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Name of the person needing the reference] who [briefly explain the context, such as applying for a job, internship, etc.].

[Provide a short description of your relationship with the individual and the work they performed under your supervision or interaction.]

Given your experience with [the individual's skills/attributes], I would greatly appreciate it if you could provide a reference that speaks to their strengths and contributions. [Specify any particular qualities or experiences you would like them to highlight.]

Please let me know if you require any additional information or if there is a convenient time for you to discuss this further.

Thank you for considering this request. Your support is invaluable to [the individual's name] as they pursue this opportunity.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]